Course Description: In this course, the student will be provided a comprehensive foundation in the formation, pronunciation, and spelling of words and parts of words used in the medical language. The content is presented in a self-instructional format. This course will be taught in the traditional manner.


Course Goals/Objectives: Upon successful completion of the course the student will:

1. identify combining forms.
2. identify word roots.
3. identify medical suffixes and prefixes.
4. build and define medical terms.
5. construct medical word plural forms.
6. spell and pronounce medical terms.
7. explain acceptable medical abbreviations.

Student Contributions and Class Policies:

1. Read and complete chapter assignments prior to coming to class.
2. Participate in classroom activities and discussions.
3. Participate in study materials with http://evolve.elsevier.com
4. Complete an exam over the material in each lesson.
5. Refrain from disruptive behavior such as coming in late, leaving early, passing notes, and talking in class.
6. Cheating will not be tolerated. Cheating will result in a grade of zero that cannot be dropped.

Evaluation of Students:

Each student’s grade will be determined as follows:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>1.25 points per class attended. These points will be added to the final exam grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams 1-7</td>
<td>60% (one exam grade may be dropped)</td>
</tr>
<tr>
<td>Final exam</td>
<td>40% (the final exam cannot be dropped)</td>
</tr>
<tr>
<td>A = 100 - 90 points</td>
<td>D = 60 - 69 points</td>
</tr>
<tr>
<td>B = 80 - 89 points</td>
<td>F = 0 - 59 points</td>
</tr>
<tr>
<td>C = 70 - 79 points</td>
<td></td>
</tr>
</tbody>
</table>

Exam content:

- Exam 1: Chapter 1
- Exam 2: Chapter 2
- Exam 3: Chapter 3
- Exam 4: Chapter 4
- Exam 5: Chapter 5
- Exam 6: Appendix I
- Exam 7: Abbreviations and Acronyms
- Final Exam: Chapters 1 - 5, Appendix I, abbreviations pages 313-324, and Eponyms
All testing will be done in the Aaron Medical Sciences computer lab utilizing Canvas.

The word building system includes repetition; therefore, material from previous exams may be reviewed or included on a subsequent exam. Exams 1 - 7 will contain 40 - 50 multiple choice and/or matching questions. The Final Exam (100 questions) is comprehensive.

Course Schedule:

August 30th – Introduction and Syllabus/Chapter 1
September 06th – Exam 1/Chapter 2
September 13th – Exam 2/Chapter 3
September 20th – Exam 3/Chapter 4
September 27th – Exam 4/Chapter 5
October 4th – Exam 5/Appendix I
October 11th – Exam 6/Abbreviations and Acronyms
October 18th - Exam 7/Final Exam

Note: Students must make-up a missed exam PRIOR to the next test date. Five points will be deducted from the exam grade if the exam is not taken on the due date. The make-up exams will be available by contacting the course instructors for a make-up time. Students not taking a make-up exam prior to the next test date will receive a “O” for the missed exam.

American With Disabilities Act

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

Division Information

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Interim Program Chair: Brandi Havner, RDMS, BAAS, 108 DFHS Building, 432-685-5572
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600

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